Customer Support Policies

BUSINESS SENSE™

Monogram Support Policies

Welcome to Business Sense! Now that you've taken the first step towards computerizing your accounting, the second step is choosing a product support policy to fit your particular needs.

Start-up Support

Start-up Support is available to all registered Business Sense users at NO CHARGE. Just by sending in your registration card, you are automatically enrolled in the program. With start-up support, you will receive 45 days of FREE phone support, product updates and Monogram mailings.

- FREE support by phone for 45 days from your 1st call
- Support via CompuServe*
- Friendly and knowledgeable support reps
- Automatic FREE ugrade to most current version
- FREE upgrade to any new version within 90 days of purchase.
- Monogram mailings
- Monogram newsletter

What if you need support beyond 45 days? Monogram has two alternatives for you to choose. Read on!

On Demand Support

On Demand Support is just as it sounds - ON DEMAND. If you are having a problem and you need technical support, Monogram gives you the option to pay a per-call fee when *and only when* you call.

- All the features of Start-up Support, *PLUS*
- Post 45 day support at $25 per call charged at the time of the call - (½ hour maximum, credit cards only)

Frequently customers find that they make more than one or two phone calls in the course of a year. In this case, We recommend our Subscription Support program, described opposite, for its economy, convenience and value. We are sorry that charges accumulated for On-Demand Support cannot be applied toward the purchase of Subscription Support.

* There are, of course, connect charges by CompuServe.

Subscription Support

Any Business Sense user who wants the security of knowing that a Monogram support rep is only a phone call away, needs Subscription Support. Subscription Support is Monogram's way of providing you with high quality support above and beyond Start-up and On Demand Support programs. Subscribers receive **unlimited** technical support as well as discounts on upgrades and related products for the term of the subscription. Subscription Support can be purchased for a 6 month or 1 year term - - you decide how long.

Not just for the novice:
Often times with a new software program, we learn the basics and feel comfortable using it. We only seem to encounter problems when it's the most critical data at the most critical time - like an audit. With Subscription Support, you will be in close touch with our support reps and they will be there to help you when you need it most.

What you get:
With the purchase of Subscription Support, you will receive all the benefits of our Start-up Support program ***PLUS***:

- A special 800 number used only by subscribers.
- Unlimited support for the term you choose.
- Immediate support or a call-back within 2 hours.
- 35% discount on Business Sense products (yearly tax tables, upgrades, etc.)
- FREE revisions (minor upgrades) - automatically sent to you
- Business Sense support rep's that will take the extra time to help you with your questions about Business Sense and how to best use it for your own specialized needs.

Why should you pay for support?

When you're using an accounting program, your business depends on it working for you all the time. Accounting can be tricky, and sometimes diagnosing a problem is time consuming and costly for both the user and the manufacturer supporting the product. Rather than significantly raising the product purchase price, we have elected to allow those who may need the extra support the opportunity to purchase it. Remember, with Subscription Support you are entitled to an unlimited amount of calls and unlimited length of calls for the entire term you choose. Don't forget the other benefits as well!

The Choice is yours:

Whether you choose Start-up Support, On Demand Support or Subscription Support, Monogram is dedicated to providing you with the highest quality of support available. Remember, you must return your registration card to receive Start-up, On Demand or Subscription Support.

To Order Subscription Support, please also fill out the attached card below and send it in with a check or credit card number to Monogram Software. Or call our Customer Service at: (213) 533-6950 ext. 156, 263 or 101.

Subscription Support Order Form

Please fill out this card completely, cut along the dotted lines, and return to Monogram. Please include a check, money order or credit card number for the amount checked below.

Yes! I would like to order Subscription Support!

☐ 6 months $ 95 ☐ 1 year $150

SERIAL NUMBER_____

Name_____

Company_____

Address_____

City, ST, Zip_____

Phone_____

Enclosed is a check for $_____

Please charge my (circle one): VISA MC DINERS AMEX

Card #_____

Exp. _____ Signature_____

MONOGRAM SOFTWARE
531 Van Ness Ave
Torrance, CA 90501
(213) 533-5120

Business Sense Technical Support

Hours:	Monday - Friday 8:30am to 4:00pm PST *Closed 12:00pm - 1:00pm*
CompuServe*:	To access the Monogram Forum, type "*Go Monogram*" at any function prompt. Our user ID is 76701,113.

* If you are not a CompuServe subscriber but would like more information and a FREE introductory package ($15 value), please contact our Customer Service Dept. at: (213) 533-6950.

••NOTICE••

In order to upgrade data from Business Sense 1.0 to Business Sense 1.2 you have to follow these steps (This upgrade may take several minutes, please be patient):

1: Place the Company data folder (Business Sense 1.0) on desktop.

2: Replace Business Sense 1.0 program with version 1.2.

3: Activate Business Sense 1.2.

4: Once activated, the program will inform you that the data is from an earlier version, then asks if it should be converted to a new version. Select continue.

5: The program then asks for the fiscal year desired. Be SURE that you enter in your PRESENT fiscal year. (eg If your fiscal year spans 1988-89 then enter 1988. If your year is a calender year, then enter current year). If the wrong year is entered, the program will not be able to access the different journals. This is because you have told the program that you are in a different fiscal year.

6. After that, the program will ask you to check the dates and if you desire to change them. If the dates are okay, continue on and the program then will proceed on converting the data, journal by journal. After completing all of the journals the program then proceeds to its regular functions.

This procedure is not needed if you are currently using version 1.01 of Business Sense. To start using version 1.2, please replace your version 1.01 icon with the new version 1.2 program icon.

If you are using Turbo Maccountant, please use the READ ME file which is on the Master Data disk. This will upgrade your data to Business Sense version 1.00 compatibility.

If you have any questions concerning the above procedure, please contact Business Sense Support at 213-533-5120 extension 167.

NOTICE

In order to upgrade data from Business Sense 1.0 to Business Sense 1.2 you have to follow these steps (This upgrade may take several minutes, please be patient):

1: Place the Company data folder (Business Sense 1.0) on desktop.

2: Replace Business Sense 1.0 program with version 1.2.

3: Activate Business Sense 1.2.

4: Once activated, the program will inform you that the data is from an earlier version, then asks if it should be converted to a new version. Select continue.

5: The program then asks for the fiscal year desired. Be SURE that you enter in your PRESENT fiscal year. (eg If your fiscal year spans 1988-89 then enter 1988. If your year is a calendar year, then enter current year). If the wrong year is entered, the program will not be able to access the different journals. This is

6. After that, the program will ask you to check the dates and if you desire to change them. If the dates are okay, continue on and the program then will proceed on converting the data, journal by journal. After completing all of the journals the program then proceeds to its regular functions.

This procedure is not needed if you are currently using version 1.01 of Business Sense. To start using version 1.2, please replace your version 1.01 icon with the new version 1.2 program icon.

If you are using Turbo Maccountant, please use the READ ME file which is on the Master Data disk. This will upgrade your data to Business Sense version 1.00 compatibility.

If you have any questions concerning the above procedure, please contact Business Sense Support at 213-533-3120 extension 167.

MONOGRAM™
COMPUTER FORMS*

mcf micro computer forms, inc.
OFFERING YOU

* FAST DELIVERY

ORDER CODE M110F

* SMALL QUANTITIES

GUARANTEED * ACCURACY

* EXCELLENT QUALITY

* LOW PRICES

* EASY ORDERING

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Simple as can be. If you are not 100% satisfied with your order we will reprint your order or refund your money — no questions and no hassle.

* CHOICES

* FRIENDLY ATMOSPHERE

mcf micro computer forms, inc.
1 • 800 • 333 • 6764

BUSINESS SENSE USERS. . . . These new looks are now available for Monog
Choose the design that best suits your business. Fast, four day service available on

THE PROFESSIONAL SERIES

A clean, polished looking design for the professional business. This series will add a touch of class to your payables and receivables.

MBPC-1, MBPI-1, MBPS-1
* Background color: Blue (BL)
* Imprint colors: Blue (BL) or Black (BK)

THE *EXECUTIVE* SERIES

A distinct, business-like design. This series will get the job done and still look right.

MBPC-2, MBPI-2, MBPS-2
* Background color: Brown (BR)
* Imprint colors: Brown (BR) or Black (BK)

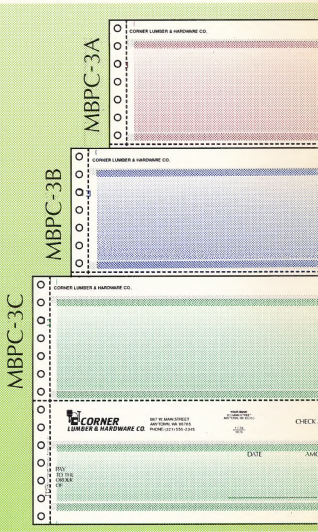
THE DESIGNER SERIES

If your business favors the artistic touch, this series might be the one for you. The base design is available in one of three colors.

MBPC-3A, MBPI-3A, MBPS-3A
* Background color: Maroon (MR)
* Imprint colors: Maroon (MR) or Black (BK)

MBPC-3B, MBPI-3B, MBPS-3B
* Background color: Blue (BL)
* Imprint colors: Blue (BL) or Black (BK)

MBPC-3C, MBPI-3C, MBPS-3C
* Background color: Green (GR)
* Imprint colors: Green (GR) or Black (BK)



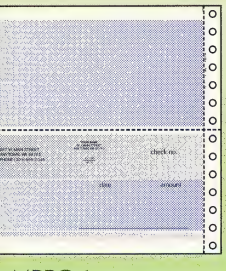
BUSINESS SENSE NOTES:

1. Choice of one of four typestyles. (See back page for details)
2. Add your logo or logotype to your imprint. (See back page for details and prices)
3. Copies for premium checks a paper, showing base format
4. Invoice and statement cop duplicates of the top copy o

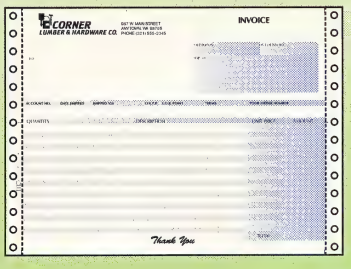
TO ORDER FORMS OR TO ASK QUESTIONS, CALL

gram users.
all designs.

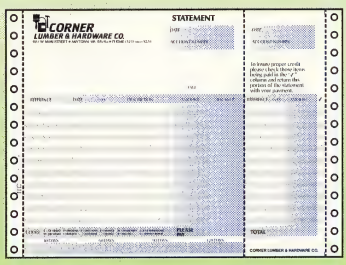
BUSINESS SENSE



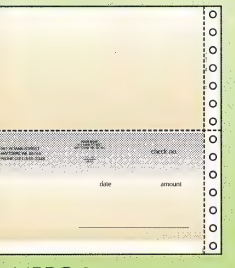
MBPC-1



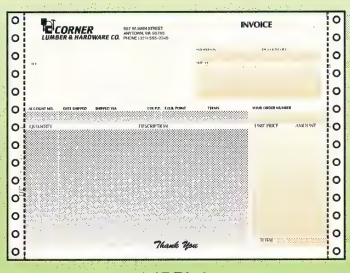
MBPI-1



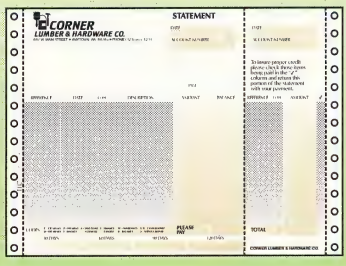
MBPS-1



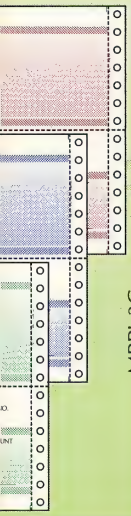
MBPC-2



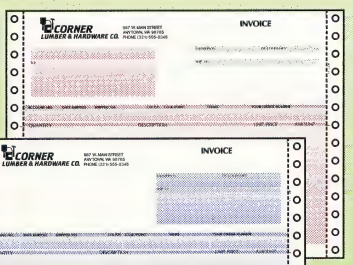
MBPI-2



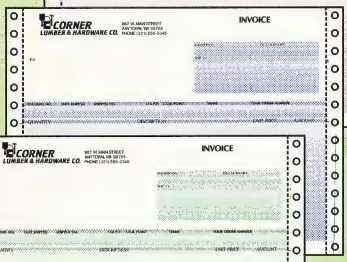
MBPS-2



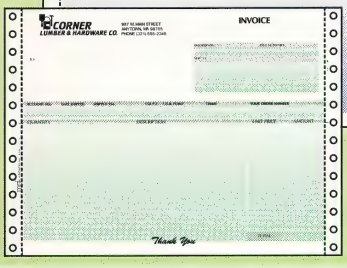
MBPI-3A



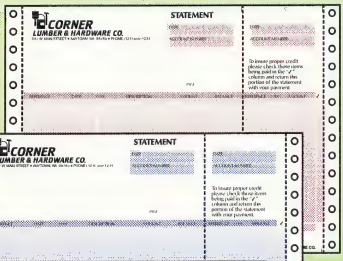
MBPI-3B



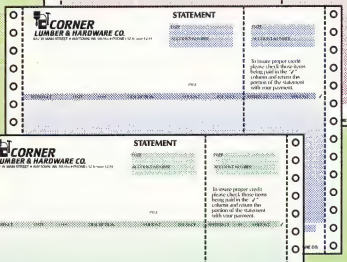
MBPI-3C



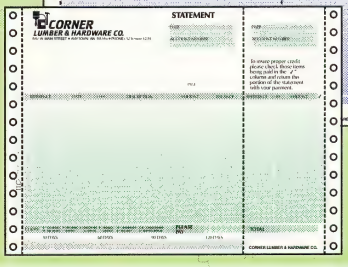
MBPS-3A



MBPS-3B



MBPS-3C



are printed with carbonless
and numbering only.

ies are printed as exact
nly.

5. The fifth copy of the invoice is a packing slip.

6. Parts: Check — One, Two, Three
Invoice — Three, Four, Five
Statement — One, Two

L TOLL FREE 1 · 800 · 333 · 6764

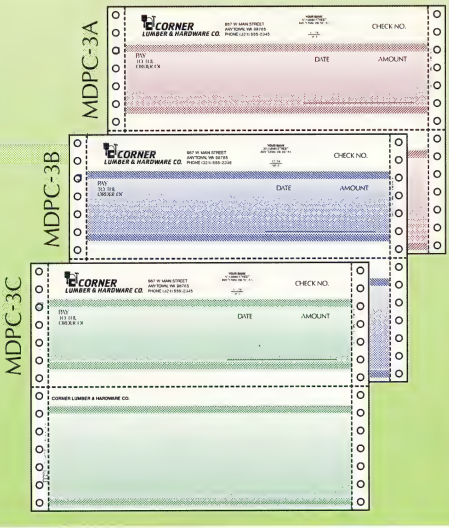
DOLLARS AND SENSE CHECKS

DESIGNER SERIES

MDPC-3A
* Background color: Maroon (MR)
* Imprint color: Maroon (MR) or Black (BK)
* Typestyles: Choice of one of four. (See back page for details)

MDPC-3B
* Background color: Blue (BL)
* Imprint color: Blue (BL) or Black (BK)
* Typestyles: Choice of one of four. (See back page for details)

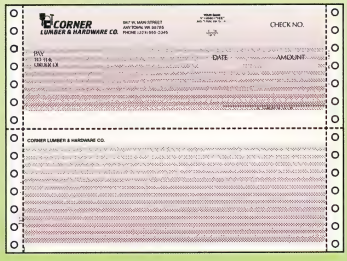
MDPC-3C
* Background color: Green (GR)
* Imprint color: Green (GR) or Black (BK)
* Typestyles: Choice of one of four. (See back page for details)



PERSONAL EDITION

If you are looking for something a little unique.

MDPC-2
* Background color: Brown (BR)
* Imprint color: Brown (BR) or Black (BK)
* Typestyles: Choice of one of four. (See back page for details)



MDPC-2

HOME MANAGER

A nice looking design, practical and efficient.

MDPC-1
* Background color: Blue (BL)
* Imprint color: Blue (BL) or Black (BK)
* Typestyles: Choice of one of four. (See back page for details)

MDPC-1

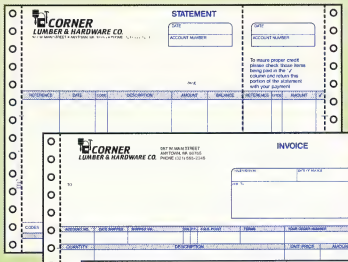
DOLLARS & SENSE, ECONOMY FORMS NOTES:

1. Add your logo or logotype to your imprint. (See back page for details and prices)
2. Copies for premium checks are printed with carbonless paper, showing base format and numbering only.

ORDER CODE NUMBER M110F

ECONOMY FORMS

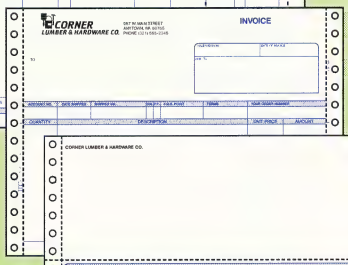
Reduced options mean lower cost to you.



MES-1

MES-1, MEI-1

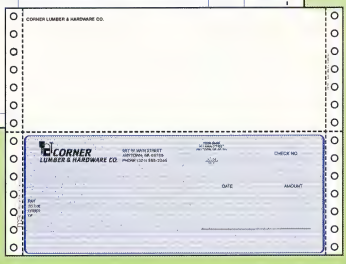
* Background color: Blue (BL)
* Imprint color: Black (BK) only
* Typestyles: Helvetica only



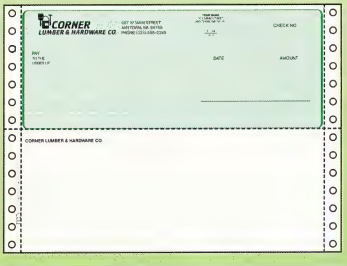
MEI-1

MBEC-1, MDEC-1

* Background color: Blue (BL) or Green (GR)
* Imprint color: Black (BK) only
* Typestyles: Helvetica only



MBEC-1



MDEC-1

CHECK ONLY (NO VOUCHER)

One check design for Business Sense and Dollars & Sense.

MBSC-1

MDSC-1

MBSC-1, MDSC-1

* Background color: Blue (BL) or Green (GR)
* Imprint color: Black (BK) only
* Typestyles: Choice of one of four. (See back page for details)

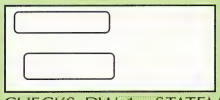
NEW ITEM

BLANK FORMS (NO IMPRINT)

Order premium forms without imprinting. Let your computer print your name and address.

All premium invoices and statement formats available as blank forms. Order by form # and write BLANK FORMS in the special instructions section.

DON'T FORGET ENVELOPES!



DOUBLE WINDOW ENVELOPES SAVE TIME AND MONEY . . . SPECIFY WHEN ORDERING FOR CHECKS, INVOICES OR STATEMENTS.

CHECKS: DW-1 STATEMENTS & INVOICES: DW-2

3. Copies for economy checks are printed with carbonless paper, showing numbering only.
4. Invoice and statement copies are printed as exact duplicates of the top copy only.
5. The fifth copy of the invoice is a packing slip.
6. Parts: Check — One, Two, Three
   Invoice — Three, Four, Five
   Statement — One, Two

TO ORDER CALL 1 • 800 • 333 • 6764

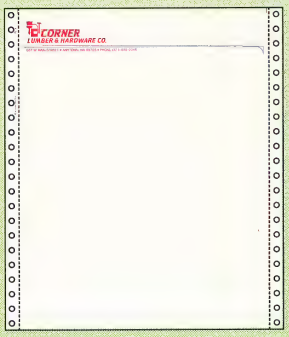
LETTERHEADS

PREMIUM LETTERHEAD DESIGNS

Six new designs to add a little imagination to your word processing.

PL-1

PL-2



PL-3

PL-4

PL-5

PL-6

* Imprint colors: (choice of one)	Red (RD), Blue (BL), Brown (BR), Black (BK) Green (GR)
* Choice of paper:	1. Laid-White (WH), Ivory (IV), Grey (GY) 2. 25% Rag Bond
Imprint positioning:	Left only

PREMIUM NOTES:

1. Choice of one of four typestyles. (See back page for details)
2. Add your logo or logotype to your imprint. (See back page for details and prices)
3. Envelopes available, includes same copy without phone number on imprint.

CUSTOM LETTERHEADS

KEEP THE LOOK YOU LIKE - LET US PRINT YOUR CURRENT LETTERHEAD ON CONTINUOUS PAPER

- ANY PAPER DESCRIBED FOR THE ECONOMY OR PREMIUM LINE.
- UP TO TWO COLORS.
- SEND YOUR PRESENT LETTERHEAD OR CAMERA READY ART.
- ALLOW EXTRA TIME FOR THESE SPECIAL ORDERS.
- PRICES WILL VARY DEPENDING ON YOUR COPY AND COLOR SELECTIONS.

—CALL FOR EXACT QUOTE.—

- MATCHING ONE-COLOR ENVELOPES AVAILABLE.

& ENVELOPES

ECONOMY LETTERHEAD

A good value with easy choices.

EL-1

EL-1

EL-1

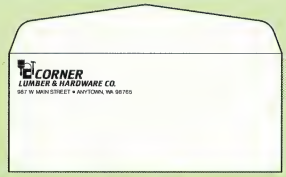
* Imprint colors: (choice of one)	Blue (BL), Black (BK), Green (GR), Brown (BR)
* Choice of paper:	1. 20# White Bond 2. 20# White Watermarked Bond
Imprint positioning:	Left, Center, Right

ECONOMY NOTES:

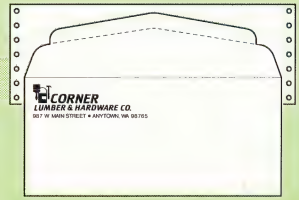
1. Choice of one of four typestyles. (See back page for details)
2. Add your logo or logotype to your imprint. (See back page for details and prices)
3. Envelopes available, includes same copy without phone number on imprint.

ENVELOPES

AVAILABLE IN 3 STYLES



STYLE #1 RE-1
REGULAR #10 - NOT CONTINUOUS



STYLE #2 CE-2
REGULAR #10 ON NARROW WIDTH CARRIER
ENVELOPE DETACHES FROM CARRIER

STYLE #3 PE-3
PATCH POCKET WITH DETACHABLE TRACTOR EDGES
DETACHED SIZE IS SLIGHTLY LARGER THAN #10

* Imprint colors:	Blue (BL), Black (BK), Green (GR), Brown (BR), Red (RD)
* Typestyles:	Choice of one of four. (See back page for details)
* Level 1:	White Bond (WHB)
* Level 2:	White Watermarked Bond (WWB)
* Level 3:	Laid finish in 3 colors White (WH), Ivory (IV), Grey (GY)
* Level 4:	25% Rag Bond

ORDER CODE NUMBER M110F

ACCESSORY COM

ADDRESS LABELS

ONE-WIDE SIZE: 3½" x 15/16"

AL-1

CLEAR MYLAR
LOOKS LIKE YOU TYPED ON THE ENVELOPE

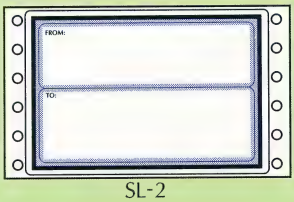
STANDARD WHITE
GREAT FOR ADDRESSING EVERY DAY MAIL

AL-2

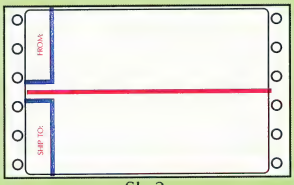
SHIPPING LABELS

ONE-WIDE SIZE: 4¼" x 2 15/16"

SL-1



SL-2



SL-3

SAVE TIME AND MONEY

MAKE YOUR PACKAGES LOOK GREAT

PRESSURE SENSITIVE - PEEL OFF - PRESS ON

CONTINUOUS - ONE WIDE - DETACHED SIZE:
4¼" x 2 15/16"

THREE DESIGNS. AVAILABLE BLANK OR
WITH YOUR IMPRINT.

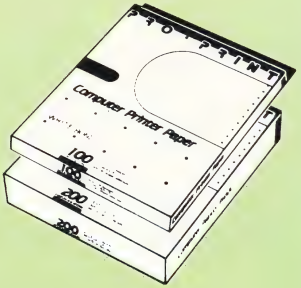
Labels are available without imprint at 10% less than listed price. Specify that labels are to be blank without imprint in the special instructions section of the order form.

PUTER PRODUCTS

COMPUTER PAPER

Ideal for the small project. Handy packaging. Convenient ordering.
Fast delivery. Size: 9½" x 11" with smooth perf edges attached.

SMALL PAC 100/200



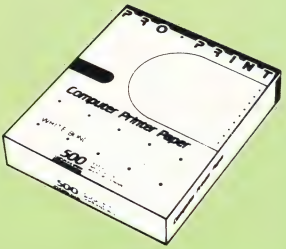
SP-1 200 sheets of White Bond.
Similar to copy machine paper.

SP-2 100 sheets of 25% White Cotton Rag.
Highest quality sheet.

SP-3 100 sheets of Classic Laid White.
The Nations most popular letterhead paper.

SP-4 100 sheets of Classic Laid Ivory.
Same as above only with an off-white color.

CONVENIENCE PAC 500



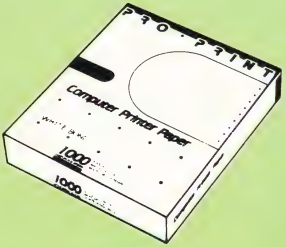
CP-1 500 sheets of 20# White Bond.
Similar to copy machine paper.

CP-2 500 sheets of 25% White Cotton Rag.
Highest quality sheet.

CP-3 500 sheets of Classic Laid White.
The Nations most popular letterhead paper.

CP-4 500 sheets of Classic Laid Ivory.
Same as above only with an off-white color.

MINI PAC 1000



MP-1 1000 sheets of 15# White Bond.
A little thinner paper than the 20# below.
Ideal for file copies.

MP-2 1000 sheets of 20# White Bond.
Similar to copy machine paper.

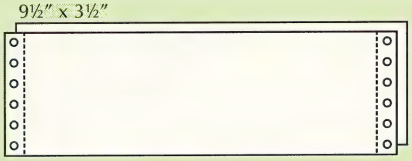
RAINBOW PAC 200

RP-1 200 sheets of assorted brite colors.
50 each of red - yellow - blue - green.
Ideal for banners or special eyecatching announcements.

ORDER CODE NUMBER M110F

PERSONALIZED PAPER

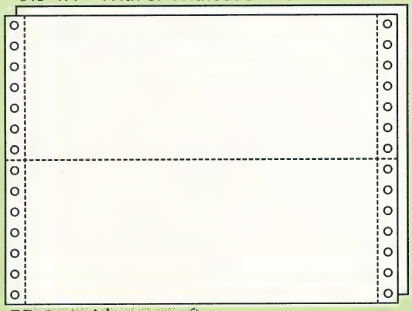
9½" x 3½"



PP-1

Personalize your communications. Create a variety of multi-purpose papers and forms using these sizes.

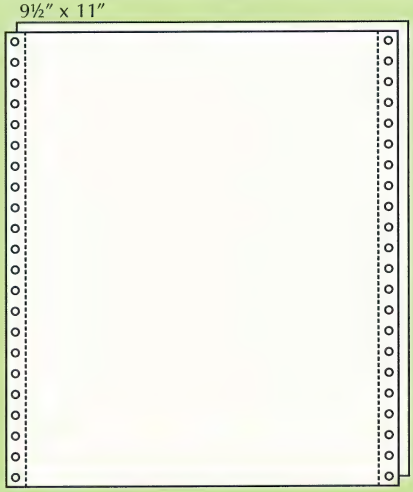
9½" x 7" With or Without 3" Horizontal Perf



PP-2 (without perf)
PP-3 (with perf)

PP-1, PP-2, PP-3, PP-4
* Imprint Color: Black only
* Typestyles: Optima only

9½" x 11"



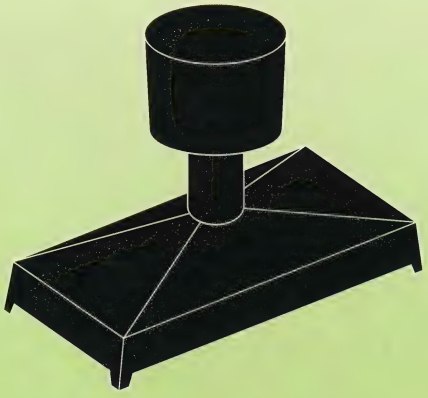
PP-4

PERSONALIZED PAPER NOTES:

1. Personalized paper is available blank or imprinted.
2. Option of 5 lines of type, printing is an additional charge. (See price sheet)
3. Centered imprint will appear on top copy only.
4. Parts: One, Two
5. Add your logo or logotype to your imprint.
   (See back page for details and prices)

OMPUTER PRODUCTS

SELF INKING STAMPS



MR. & MRS. JAMES SMITH
W. 215 SOMEWHERE AVENUE
SOMEWHERE, WA 99299
(509) 767-8888

SI-1
NAME & ADDRESS STAMP
4 LINES

PAY TO THE ORDER OF
U.S. BANK
FOR DEPOSIT ONLY
YOUR COMPANY NAME
ACCOUNT NUMBER

SI-2
ENDORSEMENT STAMP
5 LINES
MEETS NEW FEDERAL REQUIREMENTS

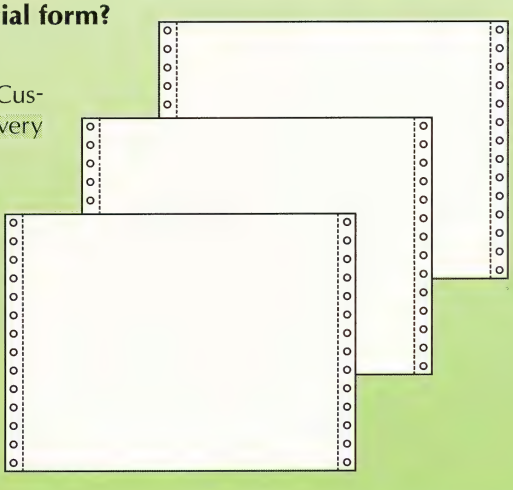
- 25000 IMPRESSIONS IN BLACK INK
- ADJUSTABLE - KEEPS COPY ALWAYS CLEAR
- MILLIONS IN USE
- NO MESSY STAMP PAD

CUSTOM FORMS

Do you have a need for a special form?

Send us your custom form or call Customer Service for pricing and delivery information.

Call customer service toll free:
1 • 800 • 333 • 6764



ORDER CODE NUMBER M110F

TYPE · LOGO'S · ORDERING

TYPE STYLES

PLEASE ORDER BY NUMBER.

1. CENTURY SCHOOLBOOK MEDIUM
2. **HELVETICA DEMIBOLD**
3. *Brush Script*
4. OPTIMA MEDIUM

LOGOS
(CAMERA READY ART)

WE ENCOURAGE THE USE OF YOUR LOGO OR LOGOTYPE ON PREMIUM OR ECONOMY FORMS. PLEASE SUBMIT CLEAN BLACK AND WHITE COPY. WE CAN ENLARGE OR REDUCE YOUR ART. NO FINE LINES OR SCREENS. SEE PRICE LIST FOR DETAILS.

1. TYPICAL LOGO TO SIZE. THIS IS THE SIZE IT WILL APPEAR ON YOUR CHECK - WE CAN ENLARGE OR REDUCE.

2.

TYPICAL LOGOTYPE. THIS CAN BE YOUR IMPRINT.

3. ◀ TYPICAL LOGO WITH SCREEN. THESE DO NOT REPRODUCE WELL. WE CAN MODIFY MOST SCREENED LOGOS TO BE IMPRINTED WITHOUT THE SCREEN AND WILL GIVE YOU THE EFFECT YOU WANT. ▶ 4.

LOGO PRICES

CAMERA READY ART TO SIZE: $15.00 *
CAMERA READY ART PLUS ENLARGEMENT OR REDUCTION: $25.00
CAMERA READY ART - DELETE FINE LINES OR SCREENS: $50.00
* $15.00 CHARGE IS ON THE FIRST ORDER, EVERY ORDER AFTER THAT IS ONLY $5.00

HOW TO ORDER

1. Mail to: **Micro Computer Forms** • P.O. Box 2487
   White City, Oregon 97503-9980
2. Call toll free: 1-800-333-6764
   Many orders can be placed over the phone.
3. Please use this order code when ordering: M110F
   It insures complete accuracy of your order.

ORDER CODE
M110F

FOR ORDERING INFORMATION OR ADVICE
CALL TOLL FREE
1 • 800 • 333 • 6764

FACT SHEET

IMPORTANT:

Order code # **M110F**
This number must be used when ordering Monogram products in order to insure accuracy.

GUARANTEE:

100%
If your are not satisfied with your order, we will reprint your order or refund your money, no questions and no hassles.

SERVICE:

Fast, four day service available on all designs.

RUSH SERVICE:

Need your order right away? Ask about special overnight production or delivery anywhere in the U.S.A. (See price list for extra cost)

CUSTOM FORMS:

If these designs are not quite what you have in mind, just call customer service for more details and prices. 1-800-333-6764

REQUEST FOR SAMPLES:

If you would like to see samples in advance of placing an order, call customer service. 1-800-333-6764

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO. 111 WHITE CITY, OREGON

POSTAGE WILL BE PAID BY ADDRESSEE

ORDER CODE
M110F

—IMPORTANT—
ALL ORDERS MUST USE THIS CODE TO INSURE ACCURACY.

MONOGRAM ORDER FORM
1-800-333-6764

TO ORDER FORMS:
1) CALL CUSTOMER SERVICE 1-800-333-6764
2) MAIL COMPLETE ORDER TO:
MICRO COMPUTER FORMS, P.O. BOX 2487, WHITE CITY, OR 97503

BILL TO: PAYMENT OPTIONS: (CHECK ONE) ☐ CHECK ☐ CREDIT CARD ☐ BILL ME

SHIP TO: WE CANNOT SHIP TO A P.O. BOX

ORDERED BY:

DATE:

PHONE:

FORMS

	CODE	PARTS	QUANTITY	DESCRIPTION	LOGO	STARTING #	PREMIUM ONLY TYPE STYLE	PREMIUM ONLY IMPRINT COLOR	ECONOMY ONLY BACKGROUND	AMOUNT
1										
2										
3										

LETTERHEADS, ENVELOPES, OTHER ITEMS

	CODE	PARTS	PAPER LEVEL/CLR	QUANTITY	DESCRIPTION	LOGO	TYPE STYLE	IMPRINT COLOR	ECONOMY ONLY IMPRINT POSITION	AMOUNT
1										
2										
3										
4										

BANK INFORMATION: WE MUST HAVE A VOIDED CHECK OR A BANK-SUPPLIED MICR SPECIFICATION SHEET.

BANK NAME:

BRANCH OR OFFICE:

CITY, STATE, ZIP:

SIGNATURE COPY:

☐ ONE SIGNATURE LINE ☐ TWO SIGNATURE LINES
☐ SPECIAL COPY:

LOGO

OTHER

SUB TOTAL

SHIPPING
ADD 5% OF SUBTOTAL

TOTAL

CREDIT INFORMATION

☐ BILL ME. I HAVE AN ACCOUNT WITH MCF. #
☐ OPEN AN ACCOUNT FOR ME. (MINIMUM $100 ORDER) PROVIDE 2 TRADE REFERENCES:
1.
2.
BANK:
ACCT. #: BANK PHONE:

SIGNATURE:

PAYMENT OPTIONS: (CHECK ONE)

☐ CHECK: MAKE PAYABLE TO:
MICRO COMPUTER FORMS, INC.
☐ CREDIT CARD ☐ VISA ☐ MC
CREDIT CARD #:
DATE:
EXPIRATION DATE:

SIGNATURE:

TERMS

PAYMENT DUE UPON RECEIPT

IMPRINT COPY: PLEASE PRINT CLEARLY EXACTLY AS YOU WANT IT TO APPEAR ON YOUR CHECKS. MAXIMUM SIX LINES.

1.
2.
3.
4.
5.
6.

LOGO: ☐ AS-IS ☐ ENLARGE OR REDUCE ☐ PART OF IMPRINT ☐ REMOVE SCREENS

SPECIAL INSTRUCTIONS:

GUARANTEE

Simple as can be. If you are not 100% satisfied with your order we will reprint your order or refund your money — no questions and no hassle.

ORDER CODE

M110F

—IMPORTANT—
ALL ORDERS MUST USE THIS CODE TO INSURE ACCURACY

MONOGRAM PRICE LIST

HAVE QUESTIONS? NEED SAMPLES? CUSTOM PRICES?
CALL CUSTOMER SERVICE TOLL FREE:

1-800-333-6764

TO ORDER FORMS:
1) CALL CUSTOMER SERVICE 1-800-333-6764
2) MAIL COMPLETE ORDER TO:
MICRO COMPUTER FORMS
P.O. BOX 2487 WHITE CITY, OR 97503

PREMIUM FORMS					CHECKS
250	500	1000	2500	5000	
46.65	57.45	76.15	155.25	239.75	1
59.50	83.65	124.60	267.95	432.25	2
63.50	97.15	156.00	322.63	492.75	3

ECONOMY FORMS					CHECKS
250	500	1000	2500	5000	
36.75	42.45	59.95	122.63	185.45	1
49.45	63.70	93.45	198.05	328.15	2
55.25	74.55	123.65	236.75	390.95	3

SMALL CHECK					
250	500	1000	2500	5000	
41.95	49.75	64.95	128.63	217.50	1
51.25	60.75	88.35	184.13	296.25	2

ENVELOPES					DOUBLE WINDOW
250	500	1000	2500	5000	
19.95	27.45	50.50	106.50	186.25	

ENVELOPES					DIE CUT
250	500	1000	2500	5000	
77.95	82.15	87.50	178.13	299.25	LEVEL 1
84.65	91.80	99.45	211.25	359.75	LEVEL 2
95.95	101.50	112.25	246.88	418.25	LEVEL 3 & 4

LETTERHEADS					ECONOMY
250	500	1000	2500	5000	
47.25	55.15	72.65	134.88	222.50	LEVEL 1
50.25	57.15	74.35	142.50	237.50	LEVEL 2

ADDRESS LABELS					
250	500	1000	2500	5000	
5.15	6.85	8.25	17.38	23.45	WHITE
15.65	19.95	23.45	54.88	96.25	MYLAR

PERSONALIZED PAPER		SIZE
3000	5000	9½ x 3½
N/A	49.95	1 PART
90.27	N/A	2 PART

EXTRA COSTS

- RUSH SERVICE - 24 HOUR PRODUCTION UPCHARGE: $85 FLAT CHARGE PLUS OVERNITE DELIVERY VIA UPS RED LABEL.
- LOGO PRICES: CAMERA READY ART TO SIZE: $15 - CAMERA READY ART-ENLARGEMENT OR REDUCTION: $25 - CAMERA READY ART DELETE FINE LINES OR SCREENS: $50.

PREMIUM FORMS					STATEMENTS
250	500	1000	2500	5000	
47.25	54.25	68.50	134.88	221.25	1
54.95	68.10	99.10	197.38	334.00	2

ECONOMY FORMS					STATEMENTS
250	500	1000	2500	5000	
36.45	43.95	56.85	103.13	147.00	1
43.50	55.45	81.90	163.13	274.00	2

BLANK FORMS					
250	500	1000	2500	5000	
					1
Blank Premium Statements					2
and Invoices will be 10% less					3
than the printed price.					4
					5

ENVELOPES					# 10 BOXED
250	500	1000	2500	5000	
36.50	39.95	47.65	99.50	143.25	LEVEL 1
48.95	54.15	59.75	121.25	181.75	LEVEL 2
73.50	80.25	89.15	169.88	263.75	LEVEL 3 & 4

LETTERHEADS					PREMIUM
250	500	1000	2500	5000	
58.65	71.95	125.50	180.38	312.50	LEVEL 1
61.95	73.50	131.00	188.50	327.50	LEVEL 2

SHIPPING LABELS					
250	500	1000	3000		
27.50	31.45	47.90	114.15		PRINTED
24.75	28.30	43.11	102.74		BLANK

PERSONALIZED PAPER		SIZE
1500	2500	9½ x 7
N/A	49.63	1 PART
89.63	N/A	2 PART

PERSONALIZED PAPER		SIZE
1250	2500	9½ x 11
N/A	39.50	1 PART
52.50	N/A	2 PART

INK STAMPS		
PERSONALIZED	ENDORSEMENT	
17.95	19.95	

PREMIUM FORMS					INVOICES
250	500	1000	2500	5000	
61.85	79.95	128.75	284.13	514.75	3
71.45	94.15	147.65	340.63	624.25	4
83.45	113.75	187.45	412.38	712.75	5

ECONOMY FORMS					INVOICES
250	500	1000	2500	5000	
51.50	66.75	109.25	237.38	442.25	3
59.95	78.65	128.50	292.88	544.75	4
68.95	94.25	161.45	343.13	623.75	5

CUSTOM FORMS
Send us your custom form or call Customer Service for pricing and delivery information.

ENVELOPES					CARRIER
250	500	1000	2500	5000	
78.15	82.50	90.25	209.38	351.25	LEVEL 1
92.30	99.70	104.55	224.88	380.75	LEVEL 2
98.35	108.75	115.25	247.88	421.50	LEVEL 3 & 4

COMPUTER PAPER	
SMALL PAC 100/200	
200 sheets White Bond	6.85
100 sheets 25% White Cotton Rag	8.65
100 sheets Classic Laid White	8.65
100 sheets Classic Laid Ivory	8.65
CONVENIENCE PAC 500	
500 sheets 20# White Bond	12.96
500 sheets 25% White Cotton Rag	34.75
500 sheets Classic Laid White	34.75
500 sheets Classic Laid Ivory	34.75
MINI PAC 1000	
1000 sheets 15# White Bond	17.95
1000 sheets 20# White Bond	22.75
RAINBOW PAC 200	
200 sheets assorted brite colors	16.25

PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

CORNER
LUMBER & HARDWARE CO.
123 MAIN ST. • ANYTOWN, U.S.A. 12345 • (123) 456-7890

BANK OF YOUR CITY
301 MAIN STREET
SALINAS, CA 93901

90-3971
1211

01001
CHECK NO.

9338484

MDPC-2 2/89

PAY
TO THE
ORDER OF

DATE

AMOUNT

SAMPLE

AUTHORIZED SIGNATURE

THIS FORMS FITS ENVELOPE DW-1

⑈001001⑈ ⑆121139714⑆ 12345678⑈

CORNER LUMBER & HARDWARE CO.

01001

mcf micro computer forms, inc. • 1-800-333-6764

MBPI-1 2/89

CORNER LUMBER & HARDWARE CO.

123 MAIN STREET
ANYTOWN, U.S.A. 12345
PHONE (123) 456-7890

INVOICE

9338486

TO:

SALESPERSON | DATE OF INVOICE

SHIP TO

ACCOUNT NO.	DATE SHIPPED	SHIPPED VIA	COL P.P.	F.O.B. POINT	TERMS	YOUR ORDER NUMBER

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		TOTAL	

Thank You

THIS FORM FITS ENVELOPE DW-2

micro computer forms, inc. • 1-800-333-6764

CORNER LUMBER & HARDWARE CO.

01001

MBPC-1

9338487

THIS FORM FITS ENVELOPE DW-1

CORNER
LUMBER & HARDWARE CO.
123 MAIN ST. • ANYTOWN, U.S.A. 12345 • (123) 456-7890

BANK OF YOUR CITY
301 MAIN STREET
SALINAS, CA 93901

90-3971
1211

01001
check no.

PAY
to the
order of

date

amount

SAMPLE

micro computer forms inc. • 1-800-333-6764

⑈001001⑈ ⑆121139714⑆ 1234567 8⑈

MBPS-1 2/89

CORNER
LUMBER & HARDWARE CO.

123 MAIN ST. • ANYTOWN, U.S.A. 12345 • (123) 456-7890

STATEMENT

01001

DATE

ACCOUNT NUMBER

DATE

ACCOUNT NUMBER

9338485

To insure proper credit please check those items being paid in the "✓" column and return this portion of the statement with your payment.

THIS FORM FITS ENVELOPE DW-2

PAGE

REFERENCE	DATE	CODE	DESCRIPTION	AMOUNT	BALANCE

REFERENCE	CODE	AMOUNT	✓

CODES C - CR MEMO D - DR MEMO P - PAYMENT I - INVOICE A - DISCOUNT ALLOWED F - FINANCE CHARGE W - WARRANTY B - BALANCE C/R - CASH REFUND S - SERVICE/REPAIR

PLEASE PAY

TOTAL

30 DAYS	60 DAYS	90 DAYS	120 DAYS

CORNER LUMBER & HARDWARE CO.

mcf micro computer forms, inc. • 1-800-333-6764

BUSINESS SENSE™

MONOGRAM™

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Demo Disk/Double-Sided

Business Sense™

BUSINESS SENSE

MONOGRAM

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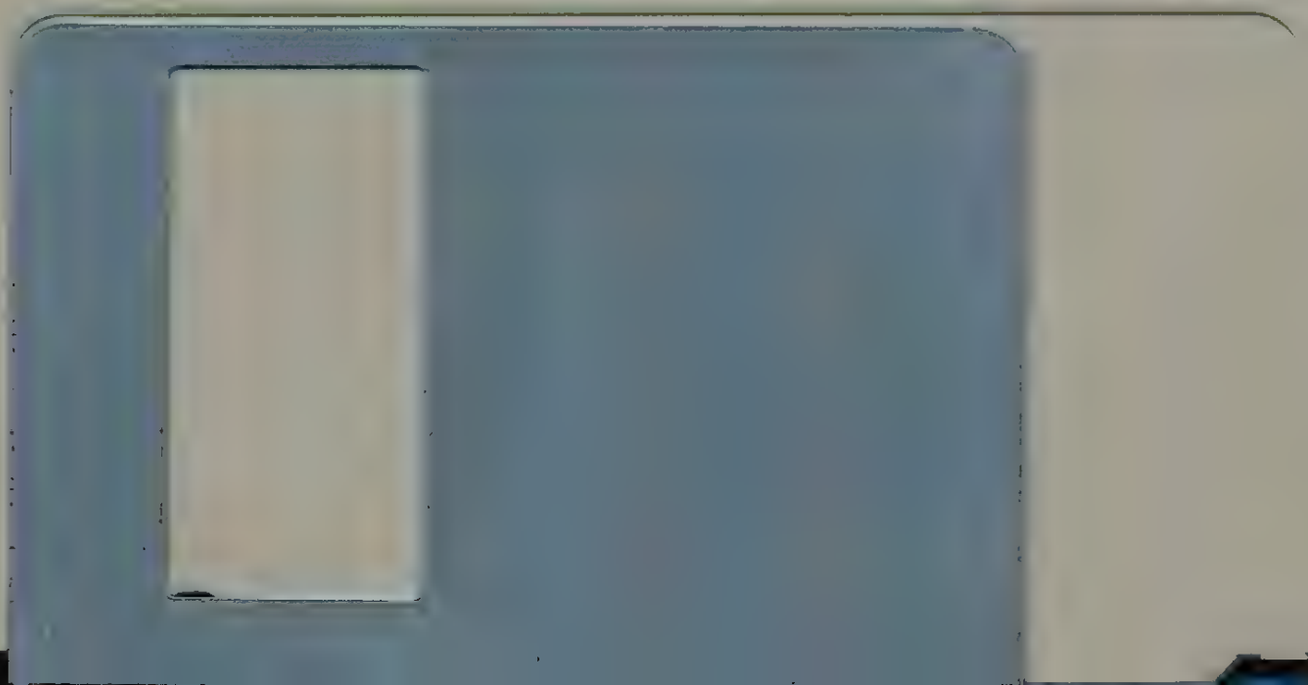
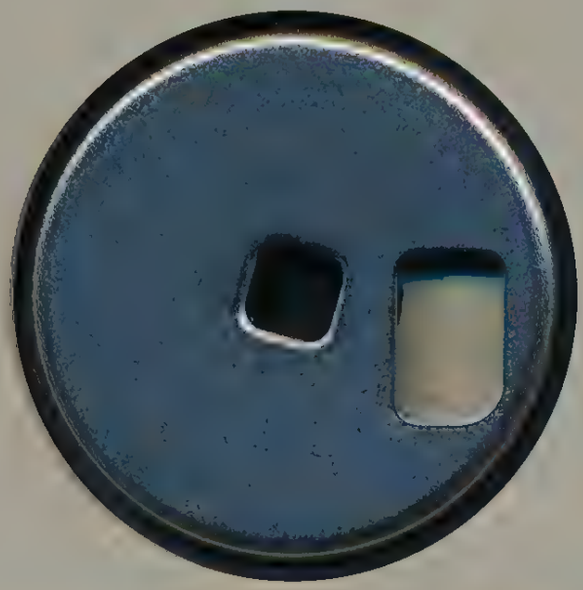
Program Disk/Double Sided



Business Sense™



BUSINESS SENSE™

MONOGRAM™

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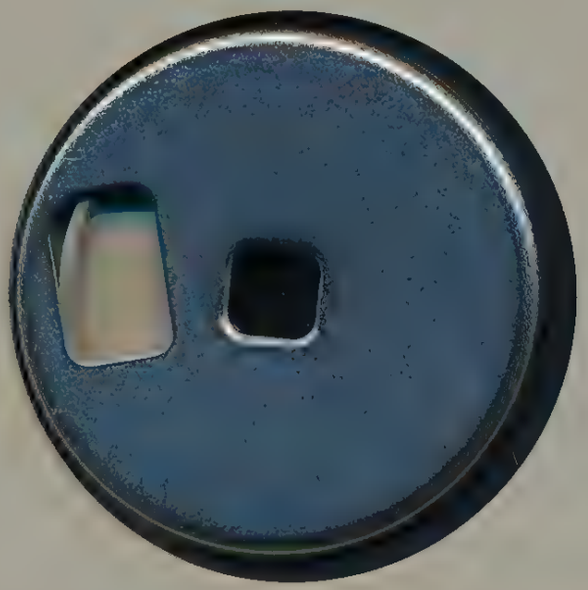
Master Data Disk

Double-Sided

Business Sense™



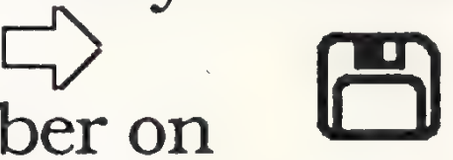
IMPORTANT !

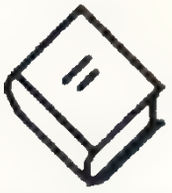
B 46134

B 46134

B 46134

Once you have opened your software package, please take a moment to use these serial numbers for your records.

1. Place 1 number on your disk for reference. 
2. Place 2nd number on your Warranty Card and mail it in.
3. Place 3rd (large) one inside your User's Manual for quick reference with handy Phone numbers for Support Services.

B 46134  MONOGRAM™

*Support Services can be reached via the CompuServe Forum by typing GO MONOGRAM User ID: 76701,113 or at our offices: M-F 213/533-8180 8:30-11:45am & 1-3:45pm PST

Customer Information

Important

In order to keep you informed of product upgrades new products and special offers, it is imperative that you complete and return the enclosed warranty registration card. Upon receipt, we will include your name in our data base.

As a registered customer, you are entitled to Monogram's newsletter, featuring technical assistance and information on new products. With the receipt of your card, you are also entitled to 45 days of FREE technical support.

Please take a moment to read the warranty and return the attached card today.

Thank you for your cooperation.

MONOGRAM Customer License Agreement

IMPORTANT: THE ENCLOSED BUSINESS SENSE™ PROGRAM IS LICENSED BY MONOGRAM TO CUSTOMERS FOR THEIR USE ONLY ON THE TERMS SET FORTH BELOW. USING THE ENCLOSED DISKETTE OR MANUAL INDICATES YOUR ACCEPTANCE OF THESE TERMS.

I. License

MONOGRAM hereby grants you a non-exclusive license to use the enclosed MONOGRAM software and manual subject to the terms and restrictions set forth in this License Agreement. Title to such software and manuals remains with Monogram.

II. Copyright

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